

**Minutes of a meeting of the Town Council held on 4th March 2025 in
the Council Chamber, The Old Courthouse, Jaycroft Road,
Burnham-on-Sea at 7 pm**

Present: Councillors S. Perry (Chair), P. Clayton, M. Facey, J. Flurry, G. Gudka, A. Hendry, R. Keen, A. Matthews, B. Metcalfe, L. Millard, P. Mills, M. Murphy, K. Pearce, C. Searing, B. Vickers,

In attendance: E. Dutton (Deputy Town Clerk) and two members of the public.

Public Participation: A member of the public stated that the drains in South Street needs cleaning.

433.0.T25 Apologies for absence

Apologies were received from Councillor Wynn and the Town Clerk.

434.0.T25 To receive any declarations of interest on items included on this agenda

Councillor Clayton declared an interest in agenda item 446.1.

435.0.T25 To receive and approve the minutes of the Town Council meeting held on 20th January and 11th February 2025

The minutes of the previous meetings of the Town Council, held on 20th January and 11th February 2025, were presented by the Mayor.

Resolved that the minutes be taken as read, confirmed and signed by the Mayor.

436.0.T25 Matters arising from previous minutes

There were no matters arising

437.0.T25 To receive Mayors report

The Mayor read out the following report; "I attended a meeting at Highbridge Station on Tuesday 28th January with representatives from Somerset Council and GWR, to discuss access and signage issues. Also in attendance were Councillors Millard, Vickers, Keen, a representative of Our Highbridge and an aide to our MP. Wheelchair users were able to show rail and council employees the difficulties they face when trying to use the station.

The purpose of the meeting was to share information about Highbridge Station, to find a way forward to improve accessibility and to improve signage and information for people with mobility issues and young families with pushchairs.



This was a very constructive meeting, with an acknowledgement from all sides on the difficulties faced by those with mobility issues. There were some practical suggestions for accessing funding from GWR to improve signage in the short-term and a commitment from the Somerset Council representative to explore improvements to the roads leading from the station and from one side of the station to the other. A bid was submitted to the GWR community fund by Our Highbridge later that week.

Further meetings are to be held soon to ensure that improvements are implemented.

Congratulations to all those involved in raising this important issue.

On Tuesday 28th January, I met with our new Neighbourhood Sergeant J. Atkinson, to discuss the crime statistics that had been presented to the Town Council meeting earlier that month. Also in attendance were Cllrs Millard, Matthews and Searing.

Sgt Atkinson explained that the Home Office has recently re-classified some elements of crimes; for example, harassment with violence covers incidents such as text messages that are sent which threaten violence or cause distress, as well as incidents involving physical violence.

Sgt Atkinson agreed to make proposed changes to how the data was presented to the Town Council so that councillors would have a better understanding of the levels and types of incidents occurring in our towns.

We were pleased to hear Sgt Atkinson's aim for her Beat Team to become more visible and to build positive relationships with the community and businesses in both towns. She is hoping that the Beat Team can start to embed themselves back into the community and that they were looking for local hubs from which they can work.

We raised with her the experiences of some residents, regarding anti-social behaviour, and the impact of travellers and illegal encampments. Sgt Atkinson told us that she would be willing to attend future meetings with residents on these subjects.

On Friday 7th February, a meeting was held with Cllr Richard Wilkins, Somerset Council Lead Member for Transport and Waste Services and Steve Deakin, Manager for Parking Services at Somerset Council. In attendance were myself, Town Councillors Millard, Searing and Hendry and County Councillor Cook-Woodman.



The purpose of the meeting was to raise the issue of mobile homes being permanently parked on the Esplanade. The group took a walk along the seafront to assess the scale of the problem.

Cllr. Wilkins and Mr. Deakin were advised by councillors that this was a cause for concern amongst residents and councillors. It was noted that some of the mobile homes had been there for months.

Currently, there are no regulations to prevent overnight parking on the Esplanade. There was a discussion about the possible solutions to this problem.

Mr. Deakin agreed to write a proposal for the Town Council to consider which would address this problem. Any proposals would also be subject to consultation with the public before implementation.

I chaired a meeting on Friday 14th February, which brought together residents, councillors, police and a representative of our MP.

There was a wide-ranging discussion on topics such as: building a bund at Cassis Close; the establishment of further Neighbourhood Watch Groups in Burnham; the Somerset Council priority list for an immediate response to illegal encampments; and communications from the police in time of crisis.

The meeting was a useful forum for bringing all interested parties together. A further meeting has been arranged for the end of April”.

438.0.T25 To receive report from the Police

No report was received.

439.0.T25 To receive any reports from Somerset Councillors

No queries were raised on the report.

440.0.T25 To receive minutes of previous committee meetings

Assets & Amenities – 10th February 2025

No questions were raised.

Finance & Governance – 10th February 2025

No questions were raised.

Planning Committee - 29th January 2025 and 19th February 2025

No questions were raised.

441.0.T25 To receive list of payments up to 21st February 2025

The attached list of payments was received and noted.

442.0.T25 To receive Town Council Accounts for month of January 2025

The accounts for January were received and no queries raised.



443.0.T25 To approve the bank reconciliation for January 2025

Resolved that the bank reconciliation was approved and signed by the Mayor.

444.0.T24 To receive reports from town councillor representatives appointed to outside bodies

The circulated reports were noted.

445.0.T25 To receive Working Group update reports

- Devolution – Minutes of the last meeting had been circulated.

No questions were raised.

446.0T.25 To consider response to correspondence received

446.1 To consider a response to the Fire Service consultation on automatic fire alarms

Resolved that councillors should individually respond to the consultation.

446.2 To nominate a Councillor to act as a representative on the Active Travel Steering Group for the Burnham LCN area

Resolved Councillor Gudka was nominated as the Council's representative.

446.3 To consider participating in the 10th Great British Spring Clean between 21st March – 6th April

Resolved that Councillors Millard and Perry would meet to agree a date to participate, then circulate to all Councillors and the Deputy Town Clerk.

446.4 To consider a response to the Somerset Council survey on A38 improvement scheme

Resolved that the Council send a letter, Councillor Perry will prepare a response that would be circulated to all Councillors for comment before submission.

446.5 To consider a response to the Somerset Council consultation on proposed changes to travel assistance for SEND learners as part of Somerset Council's Post-16 Local Transport Policy

Resolved that councillors should individually respond to the consultation.



447.0.T24 To agree the committee meeting schedule for the 2025-2026 civic year

Resolved that the meeting schedule attached, is approved.

448.0.T24 To consider the recommendation from the Finance and Governance Committee to use the vehicle replacement earmarked reserves for the purchase of a new council van

Resolved the Council approved the Finance and Governance recommendation to use £31,640 from the vehicle replacement earmarked reserves for the purchase of a new van.

449.0.T24 To consider a recommendation from the Devolution Working Group to take on the management and maintenance of the Office at Apex Park

Resolved the Council approved the Working Group's recommendation to take on the management and maintenance of the office at Apex Park.

450.0.T24 To consider quotations for a council vehicle

A lengthy discussion took place.

Resolved that the quotation from Company G for a Ford Ranger van, leased for 24 months is approved at a cost of £19,120.62 and £1,880.00 for additional requirements, to be taken as a prepayment from the Estates Vehicle Replacement.

451.0.T25 Date of next meeting

Resolved: The next meeting of the Town Council is scheduled for 14th April 2025 at 7 pm

DATE OF INVOICE	SUPPLIER	INVOICE NUMBER	DESCRIPTION	NET	VAT	GROSS	
08/01/2025	Event Power Engineering	501529	Christmas lights 2024	£18,500.00	£3,700.00	£22,200.00	pd 12/02/25
10/01/2025	Screwfix	2001280431	repair materials - Rangers	£68.84	£13.78	£82.62	pd 12/02/25
17/01/2025	Screwfix	2001449113	wood stain fence - TC	£24.98	£5.00	£29.98	pd 12/02/25
17/01/2025	Biffa	308M15291	waste collection credit note	-£374.33	-£74.87	-£449.20	do not pay
24/01/2025	Proper Job	Z0009T03-1564086	work gloves	£8.33	£1.67	£10.00	pd 12/02/25
31/01/2025	Proper Job	Z0009T03-1565455	cabin hook	£1.46	£0.29	£1.75	pd 12/02/25
31/01/2025	Proper Job	Z0009T03-1565537	plug	£1.87	£0.38	£2.25	pd 12/02/25
31/01/2025	Biffa	308C05651	waste collection - PT	£162.20	£32.44	£194.64	do not pay
31/01/2025	Screwfix	2001804534	wood stain fence - TC	£67.46	£13.50	£80.96	pd 12/02/25
31/01/2025	Business Waste	P1598471	waste collection - TC & Cem	£5.28	£1.06	£6.34	pd 12/02/25
31/01/2025	Business Waste	P1598473	waste collection - Cem	£5.50	£1.10	£6.60	pd 12/02/25
31/01/2025	Iris	INV-ISL-0792381	payroll processing	£118.24	£23.65	£141.89	pd 12/02/25
01/02/2025	Business Waste	P1600612	waste collection - TC & Cem	£93.76	£18.76	£112.52	pd 12/02/25
01/02/2025	Business Waste	P1600754	waste collection - Cem	£35.00	£7.00	£42.00	pd 12/02/25
03/02/2025	Proper Job	Z0009T03-1566065	4 x storage boxes	£41.13	£8.23	£49.36	pd 12/02/25
04/02/2025	Biffa	308CM15291	waste collection credit note	-£24.80	-£4.96	-£29.76	do not pay
04/02/2024	JR Food Service	256456	ice-creams & water - PT	£182.32	£36.46	£218.78	pd 12/02/25
06/02/2025	Amazon	GB5A8XTABEY	garden pegs x 150 (Growing Group)	£17.88	£3.59	£21.47	pd 12/02/25
06/02/2025	Amazon	GB5AC91ABEY	garden stakes x 50 (Growing Group)	£20.79	£4.16	£24.95	pd 12/02/25
19/05/2022	Bridgwater Mowers	82881	oil and strimmer head	£131.32	£26.26	£157.58	
31/01/2025	Business Waste	P1613158	waste collection - Cem	£3.74	£0.75	£4.49	
05/02/2025	CRS	0305/04506437	timber Cemeteries	£193.74	£38.75	£232.49	
06/02/2025	Ricoh	102621314	photocopier - PT	£109.46	£21.89	£131.35	
07/02/2025	Somerset Council	848242	job advert Estates Manager	£65.00	£13.00	£78.00	
10/02/2025	Mynett Electrical Ltd	127866	electrical repairs	£191.44	£38.29	£229.73	
11/02/2025	Proper Job	Z0009T02-584901	batteries	£5.30	£1.06	£6.36	
12/02/2025	SALC	1603	Clr training - Clr Pearce			£30.00	
12/02/2025	Teleshore	46050	Banding machine	£368.00	£73.60	£441.60	
12/02/2025	Microshade	20487	IT services	£775.50	£155.10	£930.60	

12/02/2025 CRS	0305/04525555	stakes for memorial testing/tarmac	£36.90	£7.38	£44.28
13/02/2025 Tim Champ	13.02.25	Tim's singalong - Princess			£100.00
14/02/2025 Bridgwater Mowers	97424	ride on mower	£3,974.17	£794.83	£4,769.00
17/02/2025 Lyreco	73186438	office desks & stationery cupboard	£661.23	£132.25	£793.48
18/02/2025 Spot On Supplies	31672762	cleaning products - PT	£81.51	£16.30	£97.81
19/02/2025 ITEC	1074981	photocopier services	£26.87	£5.37	£32.24
20/02/2025 Amazon	GB5ECM2ABEY	ethernet cable	£23.14	£4.63	£27.77
20/02/2025 Amazon	GB5011DCDCC271	cable ties	£7.79	£1.56	£9.35
21/02/2025 Bravo	1077	technician - Feb 2025 - PT	£1,376.00	£275.20	£1,651.20
Somerset Council		Feb-25 pension payment			£8,368.18
					<u>£40,882.66</u>

Burnham on Sea & Highbridge Town Council

Timetable of Meetings 2025/26

THE AGENDA FOR EACH MEETING WILL STATE THE TIME AND VENUE FOR EACH MEETING. MOST MEETINGS ARE AT 7PM AND HELD AT THE TOWN COUNCIL OFFICES, JAYCROFT ROAD, BURNHAM ON SEA.

MONTH	DAY	DATE	COMMITTEE
APRIL			
	Monday	28th	Finance & Governance
MAY			
	Tuesday	6th	Assets and Amenities
	Wednesday	14th	Planning
	Thursday	15th	Annual Towns Meeting
	Monday	19th	Town Council
JUNE			
	Wednesday	4th	Planning
	Monday	9th	Finance & Governance
	Wednesday	25th	Planning
	Monday	23rd	Town Council
JULY			
	Tuesday	1st	Assets and Amenities
	Wednesday	16th	Planning
	Monday	21st	Finance & Governance
AUGUST			
	Wednesday	6th	Planning
	Monday	11th	Town Council
	Wednesday	27th	Planning
	Tuesday	19th	Assets and Amenities
SEPTEMBER			
	Monday	1st	Finance & Governance
	Wednesday	17th	Planning
	Monday	22nd	Town Council
OCTOBER			
	Wednesday	8th	Planning
	Monday	13th	Finance & Governance
	Wednesday	29th	Planning
	Tuesday	21st	Assets and Amenities
NOVEMBER			
	Monday	3rd	Town Council
	Wednesday	19 th	Planning
	Monday	24th	Finance & Governance
DECEMBER			
	Wednesday	10th	Planning
	Monday	22nd	Finance & Governance
	Monday	15th	Town Council
	Tuesday	16th	Assets and Amenities
JANUARY			
	Monday	12th	Finance & Governance
	Wednesday	14th	Planning

Burnham on Sea & Highbridge Town Council

Timetable of Meetings 2025/26

THE AGENDA FOR EACH MEETING WILL STATE THE TIME AND VENUE FOR EACH MEETING. MOST MEETINGS ARE AT 7PM AND HELD AT THE TOWN COUNCIL OFFICES, JAYCROFT ROAD, BURNHAM ON SEA.

	Monday	19th	Town Council
FEBRUARY			
	Wednesday	4th	Planning
	Monday	9th	Finance & Governance
	Tuesday	17th	Assets and Amenities
	Wednesday	25th	Planning
MARCH			
	Monday	2nd	Town Council
	Wednesday	18th	Planning
	Monday	23rd	Finance & Governance
APRIL			
	Wednesday	8th	Planning
	Monday	13th	Town Council
	Tuesday	21st	Assets and Amenities
	Wednesday	29th	Planning